

**COMPLAINTS REGARDING EMPLOYEES OR PROCEDURES
GARRETSON SCHOOL DISTRICT 49-4**

Name of Complainant: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

In order to move your complaint beyond the informal stage, you must complete the following information and respond to all questions. Attach additional pages as necessary.

1. Describe your complaint, being as specific as possible with regard to times, dates, events, and people involved.

2. If your complaint involves a school employee, name the employee and their position.

3. If your complaint involves a school procedure, identify the procedure. If the complaint involves a board policy, please be specific as to which policy.

4. State all facts, dates, and witnesses and attach all documents you believe apply to this issue. Please use additional pages as necessary.

5. What action do you believe should be taken to correct the situation?

Signed: _____ Date: _____